
**GRADUATE PROGRAM IN AGRICULTURAL MICROBIOLOGY (PPGMBA-UFV)
ADMISSIONS PROCESS FOR THE GRADUATE PROGRAM IN AGRICULTURAL
MICROBIOLOGY
FEDERAL UNIVERSITY OF VIÇOSA (UFV)**

MASTER AND DOCTORATE

SELECTION PROCESS 2025-2

The selection of candidates will be coordinated by the Coordinating Committee of the PPGMBA/UFV, subject to approval by the Research and Graduate Studies Office (PPG).

In addition to the rules outlined in the current notice, this selection process follows the regulations of the General Notice for Registration in Stricto Sensu Graduate Programs at UFV, which can be consulted on the Research and Graduate Studies Office website (<https://ppg.ufv.br/wp-content/uploads/2024/09/Edital-Geral-da-Pos-Graduacao-2025-1.pdf>). It is the responsibility of candidates to regularly check all information related to this selection process, which is published on the website of the Graduate Program in Agricultural Microbiology at the Federal University of Viçosa (<https://posmicrobiologiaagricola.ufv.br/>). Additional information about the Program can also be found on the same website.

1. Regarding the Available Positions

A maximum of 6 vacancies will be offered for the Master's program (1 of which is reserved for affirmative action candidates*) and 3 for the Doctorate program, distributed across the following research areas: 1) Genetics, Physiology, and Ecology of Microorganisms; 2) Microbiological Processes and Products. Doctoral applications will be accepted continuously throughout the 2025-2 semester, subject to the availability of scholarships. The number of available positions may be increased, depending on the availability of supervisors, scholarships, or, in exceptional cases, substitute candidates who have been approved and formally commit to undertaking the program without a scholarship. The Coordinating Committee of the PPGMBA/UFV emphasizes that approval in this selection process does not guarantee, promise, or imply any obligation to offer enrollment or scholarships, as PPGMBA-UFV relies on funding agencies for these resources. It is also important to note that the PPGMBA/UFV does not provide financial support for travel or accommodation expenses.

*only for Brazilian candidates.

2. Schedule¹

The registration dates, their confirmation, the stages of the admissions process, and the announcement of the corresponding results are detailed in the schedule below:

Date	Time (Brasília/DF Timezone)	Stage	Procedure/Location
From 07th to 22th May, 2025	From 08 am on May 7th to 11:30 pm on 22 th May 2025.	Registration of candidates for the admissions process for the second academic semester of 2025.	Candidates are required to register on the website. https://www.gps.ufv.br .
From 09th to June 24th.	From 8:00 am to 6:00 pm.	Oral Argumentation (Online)	
From 25th to June 30th.	Until 6:00 pm.	Analysis of the <i>Curriculum Vitae</i> Summary.	
July 4th.	Until 6:00 pm on July 4th.	Announcement of the Admissions Process Results.	The results will be announced on the UFV Postgraduate Registration website (GPS) and on the Program's official website. (http://www.posmicrobiologiaagricola.ufv.br/).
July 7th.	Until 12:00 pm on July 7th.	Confirmation of Participation in the Program by Admitted Candidates.	Admitted candidates are required to send an email to the PPGMBA Committee (mba@ufv.br) to confirm their participation in the Program.
July 8th.	Until 6:00 pm on July 8th.	Notification of Alternate Candidates in the Event of Withdrawal by Selected Candidates.	Alternate candidates who are called must send an email to the PPGMBA Coordination (mba@ufv.br) to confirm their participation in the Program.
August 7th, 2025	From 8 AM to 12 PM	Enrollment of Admitted Candidates.	Selected candidates must submit authenticated documents in person or send scanned copies via email to mba@ufv.br. ²
August 11th, 2025	-	Commencement of Classes for the Second Academic Semester of 2025.	-

¹Schedule is subject to change and will be announced on the Program's website. (<http://www.posmicrobiologiaagricola.ufv.br/>). Candidates are fully responsible for verifying any changes to the schedule or information related to the selection process.

²Enrollment procedures will be communicated to the selected candidates via email.

3. APPLICATION TO THE ADMISSIONS PROCESS

Applications for admission to the Graduate Program in Agricultural Microbiology at UFV must be submitted online through the UFV Graduate Program System (GPS) website: <https://www.gps.ufv.br/>.

At the time of application, candidates must complete the online form and attach the required documents in accordance with the instructions provided in the UFV Graduate Program System (GPS).

Candidates must complete the *Curriculum Vitae* Summary (Annex VI) using the form available in the online application system. All supporting documents for the *Curriculum Vitae* Summary must be SEQUENTIALLY NUMBERED and attached as a SINGLE PDF FILE. Incomplete documents or those that are not properly identified and numbered according to the curriculum model, or that are not correctly attached to the designated links in this Notice, will not be considered for evaluating the *Curriculum Vitae* Summary.

After completing the application, including payment of the application fee, the PPGMBA/UFV program secretariat will review the application data. If any issues are identified, the candidate will be asked to make the necessary corrections.

Applications with errors or missing mandatory documentation will not be approved by the Graduate Program.

It is the sole responsibility of the candidate to monitor the application status through the GPS system."

PPGMBA/UFV IS NOT RESPONSIBLE FOR APPLICATIONS THAT ARE NOT COMPLETED IN GPS SYSTEM.

4. REQUIREMENTS FOR ENROLLMENT IN THE GRADUATE PROGRAM IN AGRICULTURAL MICROBIOLOGY AT UFV

Foreign candidates are eligible to participate in the selection process for the Graduate Program in Agricultural Microbiology at UFV. For the Master's program, candidates must have completed their undergraduate degree, while for the Doctoral program, candidates must hold a Master's degree. Candidates who are currently pursuing their undergraduate or Master's degree may also apply, provided they can complete their degree by the first semester of 2025, in accordance with the Graduate School Calendar approved by the Teaching, Research, and Extension Council at UFV.

Only candidates who submit the required documentation within the deadlines specified in this notice will have their applications approved by the Coordinating Committee. Candidates are responsible for the authenticity and accuracy of all documents and information provided. By applying for the selection process, candidates acknowledge and accept the selection criteria established by the Coordinating Committee of the Graduate Program in Agricultural Microbiology at UFV, which cannot be challenged on the grounds of lack of knowledge.

Candidates with employment contracts and/or those who are not applying for a scholarship from the program must submit all documents required by the PPG-UFV and this notice, along with a statement declaring their financial resources to cover their expenses at UFV for the duration of the course.

5. SELECTION PROCESS

The selection process (including the analysis of candidates' documentation and oral examination) will be organized by the Coordinating Committee of PPGMBA/UFV, which will be responsible for nominating three members: a representative from the Program Coordinating Committee, a permanent supervisor of the Program, and a professor who is an external member of PPGMBA.

The selection process will take place on the dates specified in the 'SCHEDULE' section. Any additional information and/or procedures related to the selection process will be widely communicated on the Program's website. (<http://www.posmicrobiologiaagricola.ufv.br/>).

5.1. STAGES OF THE SELECTION PROCESS

The selection process will consist of THREE stages. The first stage, which is eliminatory, involves analyzing and scoring the Work Proposal Form (complete .doc files in Annex IV). Each examiner will assign a score to the work proposal, for a maximum of 10 points. The final score for each candidate will be the arithmetic mean of the scores assigned by each examiner. Candidates with an average score of 7.0 or higher (on a scale from 0 to 10) will be invited to the second stage, which consists of an eliminatory oral exam via video conference lasting up to 30 minutes, conducted by the selection committee. In the oral exam stage, both theoretical and practical knowledge about Microbiology, candidate profile and work proposal described in the form will be evaluated. Importantly, candidates called for the oral exam must join the Google Meet room 10 minutes prior to the start of the exam and test their microphone and camera. They must also present a photo identification document before beginning the oral exam, as stated in item 5 (Selection Process). A tolerance period of up to 5 minutes will be allowed for starting the oral exam; candidates who exceed this limit for any reason will be disqualified. The oral exam will be recorded in digital format. Each examiner will assign a score ranging from 0 to 10, and an average score of 7.0 or higher will be required for approval in this stage. Approved candidates in the second stage will have their Curriculum Vitae Summary (Annex V) evaluated in the third stage, which is a classification step scored on a scale from 0 to 10. The average score of candidates approved in all three stages will be used for classification as "selected" or "alternate." The classification as "alternate," as well as the potential call for alternates in case of withdrawals, will be at the discretion of the Committee, taking into account the availability of vacancies, scholarships, or any other important elements to ensure adequate support for dissertation or thesis work. In case of a tie, tie-breaking criteria will follow this order: highest score in oral exam, highest score in curriculum vitae, highest score in work plan analysis stage, and oldest age.

6. DISCLOSURE OF RESULTS

The results of the selection process will be available on GPS and published on the Program's website (<http://www.posmicrobiologiaagricola.ufv.br/>), as specified in the "SCHEDULE" section, and subsequently approved by UFV's Office of Research and Graduate Studies.

7. RIGHT OF ACCESS TO DOCUMENTS

Candidates have the right to request access to documents, submit or request documents, make inquiries, or perform any other acts of interest related to this admissions process. Candidates will be granted access to their scores within five days of the publication of results, upon request sent via email to PPGMBA/UFV, with "ENROLLMENT IN THE ADMISSIONS PROCESS" in the subject line.

8. FINAL PROVISIONS

Candidates who will be disqualified from further consideration include those who:

- a) fail to submit all required documents by the established deadlines;
- b) provide false statements or documents at any stage of the admissions process;
- c) submit a work plan that does not align with the PPGMBA/UFV research lines outlined in the Work Proposal (Annex IV);
- d) submit a Profile and Work Proposal containing plagiarism;
- e) fail to attend any stage of the admissions process at the scheduled date and time or;
- f) fail to confirm their participation in the Program by the specified deadline after being selected.

Approved candidates, as well as alternate candidates, must keep their physical and email addresses updated. Alternate candidates will be called via email and publicly announced on the Program's webpage, in accordance with the previously established criteria, as vacancies arise or additional scholarships become available. Upon being called, the alternate candidate will have 72 hours to confirm their interest in the position. Failure to do so within the specified timeframe will result in disqualification, and the next alternate candidate may be contacted.

Partial and final results, along with other essential communications, will be published on the Program's website (<http://www.posmicrobiologiaagricola.ufv.br/>). Any omissions will be addressed by the Coordinating Committee of PPGMBA/UFV in accordance with the Program's Internal Regulations and the General Regulations for Stricto Sensu Graduate Studies at UFV.

For additional information contact PPGMBA/UFV Graduate Program in Agricultural Microbiology Secretariat:

Secretariat of the Graduate Program in Agricultural Microbiology at the
Department of Microbiology, Chotaro Shimoya Building, Room 141,
at the Federal University of Viçosa
Address: Av. P. H. Rolfs, s/n - Campus Universitário
36570-900 – Viçosa, MG, Brazil
Phone: +55(31) 3612-5054/ Email: mba@ufv.br

Viçosa, May 7th, 2025.

Coordinating Committee
Graduate Program in Agricultural Microbiology
Department of Microbiology
Federal University of Viçosa

ANNEX I

RECOMMENDED BIBLIOGRAPHY FOR THE ORAL ARGUMENTATION

1. MADIGAN; MARTINKO; BENDER; BUCHLEY; STAHL. Microbiologia de Brock. 14a Edição. Artmed, Porto Alegre, RS, 2014, 1006 p.
2. NELSON, D.L., COX, M.M. LEHNINGER Principles of Biochemistry 6th Edition, WH Freeman Publishers, New York, NY. 2013. 1198 p.
3. ALBERTS, Bruce; JOHNSON, Alexander; LEWIS, Julian; RAFF, Martin; ROBERTS, Keith; WALTER, Peter. Biologia molecular da célula. 5. ed. Artmed, Porto Alegre, RS, 2010. 1396 p.
4. ZAHA, Arnaldo; FERREIRA, Henrique Bunselmeyer; PASSAGLIA, Luciane Maria Pereira. Biologia molecular básica. 5. ed. Artmed, Porto Alegre, RS, 2014. 403 p.

ANNEX II

EVALUATION CRITERIA FOR ACADEMIC HISTORY AND *CURRICULUM VITAE* SUMMARY (ANNEX VI) FOR APPLICANTS TO THE MASTER'S AND DOCTORATE PROGRAMS.

1. TEACHING EXPERIENCE*

Rated item	Score	Maximum score
Extracurricular Internships completed (internships included in the academic record will not be considered)		
Microbiology and related areas	480 h = 1.0 point	9 points
Other areas	480 h = 0.5 point	6 points
Teaching Initiation Program (Indicate the funding agency that provided the scholarship)		
Microbiology and related areas	480 h = 1.5 point	9 points
Other areas	480 h = 1.5 point	6 points
Teaching assistantship/tutoring		
Microbiology and related areas	288 h = 1 point	3 points
Other areas	288 h = 0.5 point	1.5 point

2. SCIENTIFIC EXPERIENCE

Item	Score ^{1,2}	Maximum score
Articles published in journals with impact factor	Annex III	-
Published book (with ISBN)	1.5 point	-
Book chapter as first author (with ISBN)	1.0 point per Chapter	-
Book chapter as co-author (with ISBN)	0.5 point per Chapter	-
Application for Patent as First Inventor	2.0 points per patent	-
Application for patent as co-inventor	1.0 point per patent	-

Abstracts published in events in his/her home country as first author	0.2 point per abstract	-
Abstracts published in his/her home country in the country as co-author	0.1 point per abstract	-
Abstracts published in an international event as first author	0.3 point per abstract	-
Abstracts published in an international event as co-author	0.15 point per abstract	-
Technical Communication as first author	0.4 point per Communication	-
Technical Communication as co-author	0.2 point per Communication	-
Scientific Initiation Project Scholarship (Indicate the funding agency)		
Microbiology and related areas	480 h = 1.5 point	9 points
Other areas	480 h = 0.75 point	6 points
Internship in Research Laboratories (Volunteer Internship)		
Microbiology and related areas	480 h = 0.6 point	9 points
Other areas	480 h = 0.3 point	6 points
Lecturer of a scientific course registered in a Higher Education Institution	0.2 point	0.6 point
Organization of a Scientific Event Registered in a Higher Education Institution	0.8 point	2.4 points
Evaluator of Studies Presented at Scientific Events	0.2 point per event	0.6 point
Speaker at Scientific Event	0.2 point per event	0.6 point

² The score for scientific articles will be based on the criteria outlined in **Annex III**. For the evaluation of abstracts **and book chapters, a maximum of six (6) abstracts will be considered for Master's candidates and eight (8) abstracts for Doctorate candidates.**

³ In the evaluation of both scientific articles and abstracts, the relevance of these publications to the field of microbiology will be taken into account.

3. EXTENSION EXPERIENCE

Item	Score	Maximum score
Undergraduate Extension Scholarship (Indicate the funding agency)		
Microbiology and related areas	480 h = 1.5 points	9 points
Other areas	480 h = 0.75 point	6 points
Participation as volunteer in an extension initiation project		
Microbiology and related areas	480 h = 0.6 point	9 points
Other areas	480 h = 0.3 point	6 points
Member of extension groups registered in a Higher Education Institution Ex.: Junior Company, PET, League, Groups, etc..	0.8 point	2.4 points
Organization of an extension course registered in a Higher Education Institution	0.4 point	1.2 point
Instructor of an extension course registered in a Higher Education Institution	0.2 point	0.6 point
Organization of an extension event registered in a Higher Education Institution.	0.8 point	2.4 points
Speaker in an Extension Event	0.2 point per event	0.6 point

To calculate the final grade, the points earned by each candidate will be totaled, and a score ranging from 0 (zero) to 10 (ten) will be assigned proportionally based on the highest score achieved by any candidate.

Note: A candidate who has participated in the organization of a course or event will be regarded as a member. In contrast, attendance at events and courses as a listener will not be considered.

ANNEX III

CRITERIA FOR SCORING SCIENTIFIC ARTICLES

Impact factor	Classification of Authorship in Publications			
	1st A/S/C*	2nd Author	3rd Author	≥ 4th Author
JCR/ISI ≥ 3.000	1.00	0.9	0.8	0.6
JCR/ISI $\geq 2.500 \leq 2.999$	0.90	0.8	0.7	0.5
JCR/ISI $\geq 2.000 \leq 2.499$	0.80	0.7	0.6	0.4
JCR/ISI $\geq 1.500 \leq 1.999$	0.70	0.6	0.5	0.3
JCR/ISI $\geq 1.000 \leq 1.499$	0.60	0.5	0.4	0.2
JCR/ISI ≤ 0.999	0.50	0.4	0.3	0.1

* **1st A/S/C** = 1st Author. Senior Author or Corresponding Author